

**Minutes**  
**Town of Lake Park, Florida**  
**Town Commission Budget Workshop**  
**July 16, 2003 7:50 p.m.**  
**Town Commission Chambers, 535 Park Avenue**

The Town Commission met for the purpose of a Budget Workshop on Wednesday, July 16, 2003 at 7:50 p.m. Present were Mayor Paul Castro, Vice-Mayor G. Chuck Balius, Commissioners Longtin, Otterson and Garretson, Town Manager Doug Drymon, Town Attorney Thomas Baird and Town Clerk Carol Simpkins.

Mayor Castro called the Meeting to order at 7:50 p.m.  
Town Clerk Carol Simpkins performed the Roll Call.

**ADDITIONS/DELETIONS**

None

**MOTION:** A motion was made by Vice Mayor Balius to approve the July 16, 2003 Budget Agenda; Commissioner Otterson gave a second.

Vote on Motion:

Commission Member	Yes	No	Other
Commissioner Garretson	X		
Commissioner Otterson	X		
Commissioner Longtin	X		
Vice-Mayor Balius	X		
Mayor Castro	X		

Motion passed 5-0

Mayor Castro proposed that staff provide the necessary presentations on each departmental budget.

Commissioner Paul Garretson indicated that a Goal setting Workshop should have been scheduled before the Budget Workshop. He stated that one of his main concerns was the lowering of the millage rate to 8.35 to use as a selling point for Annexation. He also suggested lowering the budget by \$15,000.00.

Mayor Paul Castro indicated that he shares the same expectations and views as Commissioner Paul Garretson. He voiced that he desires to leave the millage the same and would like to place money into the reserve fund. He feels that there are items in the budget that are not necessities and he wants to review and reduce the budget.

Vice Mayor Balius stated that money from the Police savings were never placed in the reserve account as agreed.

Commissioner Jeanine Longtin stated that her desires are to lower the milage rate to 8.35, lower the budget and lower the expenditures.

Commissioner Bill Otterson indicated that he wants to see money put into the Reserve Fund.

The Town Commission commended the Finance Department on the Proposed Budget Manuals and the Town Manager for providing a forecast that displayed the past and present expenditures.

Town Manager J. Douglas Drymon indicated his hopes for the Town to be moving forward in preparing more informative budgets within the next two weeks. He provided background information on some of the equipment that was presented in the Budget. He stated that the Town has already made savings by contracting with Palm Beach County for Law Enforcement and Fire Rescue services. He emphasized that the Interim Finance Director Cindy Sementelli indicated to him that the Town has \$800,000.00 in our general fund reserves. The budget as presented to the Commission is expected to increase the general fund in the amount of \$120,000.00. He explained that Staff is working toward placing additional money in the Solid Waste Fund Reserve. It is anticipated that \$300,000.00 will be placed in that particular fund. He expects to be able to provide more information to the Commission pertaining to locating savings over the next couple of weeks by considering a Request for Proposals (RFP) for Auditing services. He commended Interim Finance Director, Cindy Sementelli, for her hard work and assistance in getting the Town prepared to present the budget. Based on the recommendation of the Town Commission he and staff will provide the public with material to review during the future public meetings and workshops.

## **DEPARTMENTAL PRESENTATIONS**

### *Budget Town Attorney Thomas Baird*

Thomas J. Baird, Esq. indicated that his projected budget for the next fiscal year is expected to remain the same. The Town Attorney's budget is set at \$190,000.00 for this year and last year, the previous year the Town Attorney's budget was \$135,000, prior to that it was \$329,000 and the year prior was \$315,000.00. It was noted that over the years the Town's Legal expenses have taken a drastic reduction.

Mayor Castro questioned if due diligence for the Western area was included in the Legal Expenses in 1999-2000. It was explained to him that the funds were taken from the Reserve. In response to a question posed by the Commission, Mr. Baird stated that he will provide a copy of his corrected contract to the Town Commission.

Mayor Castro voiced his concerns with the Nextel Cellular phone bill. Considering the size of the Town, he feels that the Town is paying too much. It was explained to him that his cellular phone contract will be reviewed because it is \$25.00 more than all other Town Official or employees bill.

*Annette Kersey, Administrative Services Director*, responded to a question posed by the Commission. She explained that the Workman's Compensation Insurance is needed for unexpected employee accidents. She went on to explain that the funds that were used in last year's budget for professional services were to pay for the Town Manager Search by Mr. Colin Baenziger.

Town Manager Drymon explained to the Commission that Contractual Service Funds are set aside by staff for the purpose of hiring outside consultants. The Commission suggested cutting the \$5,000.00 for Contractual services in half.

#### *Budget for the Town Commission*

Last year's Town Commission budget was \$90,294.00 and this year's budget is recommended at \$91,790.00. The Commission agreed that their budget is sufficient.

#### *Budget for the Town Manager*

Town Manager Drymon stated that the budgeted amount is \$236,000.00; the requested amount is \$258,971 that includes items that will be addressed further. The salaries have been included. Town Manager Drymon indicated that a 30% health insurance increase has been added. There were also departmental utility rate increases. The Commission strongly urges staff to present conference and travel items to them for an adjustment instead of over budgeting. Mr. Drymon stated that Administrative Assistant Bambi Turner and Town Manager Assistant Hoa Hoang are performing functions outside of their normal job requirements; therefore the previous Town Manager Jason Nunemaker authorized additional compensation.

Administrative Services Director Annette Kersey responded to the Commission that the Town pays a percentage of the Health Insurance that is broken down into 3 groups. Town Manager Assistant Hoa Hoang responded to a question regarding the amount of money that has been requested for memberships, stated that he and Bambi have become members/associate members of the ICMA, FCCMA, Florida League of Cities as well as other organizations and associations as opposed to last year when the former Town Manager Jason Nunemaker was the only employee participating in memberships. Interim Finance Director Cindy Sementelli added that in 2001-2002 the actual membership and dues equaled \$7200.00 for the Town Manager's Budget and the year to date figure is \$1100.00, the requested amount can be reduced by \$4400.00. Town Manager Drymon indicated that the Printing costs are related to the Town's brochures that will be produced

in the office and at times it will be sent out for production. In response to a question posed by the Commission, Mr. Drymon stated that the promotional costs are to support the promotion of Lake Park as potential locations for businesses which will boost the Town's economy. He stated that in regards to travel and per diem he will meet with staff to provide an answer. After deducting \$4600.00 from the Town Manager's budget the Town Commission feels that the requested amounts are sufficient.

#### *Budget for Administrative Services*

Ms. Kersey stated the Town car is provided to run Town business related errands. She stated that although the car is being maintained now, it was a former police vehicle that is now being used by the Town Clerk's office, the Town Manager's office and by department heads as needed. Pertaining to fuel, Ms. Kersey stated that the amount provided is an estimated amount and is liable to fluctuate.

Paul Carlisle Public Works Director explained to the Commission that the car has not been driven as a personal car and that it has a history of abuse. It is experiencing electrical failure, transmission failure as well as other mechanical problems. The Commission suggested that after the vehicle is no longer usable, to use fuel funds for reimbursement on personal vehicles.

Ms. Kersey explained to the Commission that the Suncom is being used by Town employees. She stated that if the requested cellular phone is not granted to her then, the Commission can expect the phone budget to be reduced. The Commission requested to have the phone budget reduced to \$750.00 and the gas and fuel reduced to \$1000.00. Ms. Kersey stated that she will provide them with a response from the Attorney as to if he is willing bring his software up to date. The Commission subtracted \$18,000-\$19,000.00 from the Administrative Services department's budget.

#### *Budget for the Town Clerk's Office*

Town Clerk Carol Simpkins stated that the rise in the Clerk's budget is due in part to the signed contract with Municode to provide updating of the Town Code Book. The Commission gave Town Clerk Simpkins direction to research a possible Agenda Item that provided previous staff authorization to sign a contract with Municode. Ms. Simpkins indicated that the Auditing fund is her Election fund. She explained to the Commission that the advertising requirements have been increased since last year and she does not know what the new year will bring and wants to be prepared for upcoming advertising expenses. By consensus the Commission did not cut the Town Clerk's budget except for the IT items.

#### *Budget for the Finance Department*

The Commission expressed deep concern regarding the \$100,000.00 for Auditing services. Interim Finance Director communicated to the Commission that the Auditors are contracted by the hour; furthermore she is expecting to review the contract to re-negotiate changes that will better benefit the Town. The Commission reduced the Auditors fund by \$25,000.00. The Commission suggested that each department be issued



a key or a code to use the postage machine so that the particular department will be billed.

#### *Budget for Community Development*

The Town Commission emphasized that consultant, Calvin Giordano & Associates is historically doing an exceptional job as opposed to previous department heads for the Community Development Department. Mayor Castro requested that it be explained to the Commission why the department has requested \$100,000.00 for contractual services. It was then explained to the Commission that consultants, Hy-Bird has a fee of \$92,000.00 a year in addition to that, the Town is still evaluating the hiring of a department head as opposed to continuing with outsourcing. The Town is awaiting a scope of services from an outside source regarding the Comprehensive Plan that needs work.

The Commission discussed the request for an additional Code Compliance Officer and came to the conclusion that although there is a need for administrative help, the Town does not express such a need for another Code Compliance Officer. The Commission opened the question of the necessity of two attorneys being present at the Code Compliance Meetings. They reiterated that Attorney Paul Nicoletti should only be present at the Special Master Hearings. The Commission directed Town Manager Drymon to examine why the two attorneys have been in attendance at the aforementioned meeting.

The Commission determined that the Community Development departments' budget needs work. They wish to see the Comprehensive Plan and a full-time Code Compliance Administrative Assistant budgeted for; with the exception of the requested funds for an additional Code Compliance Officer and a Community Development department head.

The Commission commended Code Compliance Officer Greg Durgin for the outstanding work that he contributes to the Code Compliance Department.

#### *Budget for Information Technology*

The Town Commission directed attention to the item titled, Town Commission hardware. Town Manager Assistant Hoa Hoang indicated that those items were not approved and will be removed from the budget. The Commission will allow one (1) computer to be budgeted for the Recreation Department and suggested that they continue to research and compare pricing and service contracts.

After deliberation, the Commission concluded that the fax machine, the Corel-WordPerfect, Administrative Services cellular phone service, the laptop and software for one PowerPoint program will be removed from the Town Manager's budget. Pertaining to the Recreation Department, the Commission will allow one (1) computer or \$2,000.00 with software included in the purchase. They denied the request for a laptop. The Public Works Department will be provided one (1) computer, one (1) server and the diagnostic software upgrade.

#### *Budget for the Library*

In response to a question posed by the Town Commission, Assistant Town Manager Hoa Hoang stated that the Seflin Membership can be accessed through the South Florida Catalogue, where anyone searching for materials or books can determine if it is available online. The membership is also used for indexing. Mr. Hoang explained that T1 system is used to filter the Town Hall and Library's internet service. The pricing is \$12,000.00 dollars a year and is split between the Library and Town Hall. After discussion, the Commission suggested to table the T1 issue for further evaluation. \$3,500.00 dollars will be provided to the Library for computers for public use.

Assistant Town Manager Hoa Hoang requested \$5,000.00 for technical support and \$2,000.00 for the website. The Commission decided to provide a delayed decision pertaining to the request for a firewall for the Library.

#### *Budget for Police*

Captain Joseph Berkery suggested hiring three (3) additional officers, two (2) to cover the western expansion and one (1) full-time motorcycle officer. The estimated cost for each officer is \$85,000.00. The Commission agreed to hire two (2) full-time officers.

#### *Budget for Public Works Administration*

Public Works Director Paul Carlisle indicated that the \$6,800.00 for phone services are the three phone lines coming into Public Works, the fax line, the DSL service and two Nextel cellular phones. He explained that the \$9,000.00 pertains to the leased Explorer that is used for the Public Works Director which currently has two years remaining on the lease. Mr. Carlisle stated that there are courses that need to be taken for the training of employees. The Commission agreed that there will be no changes made to the Public Works Administration budget.

#### *Budget for Grounds/Maintenance*

Public Works Director Paul Carlisle directed attention to the item entitled, Vehicles. He stated the instead of the \$63,000.00 that was listed the correct figure is \$16,000.00. It was the expected replacement cost of the vehicles which was not done due to a loan being taken out for the Marina. Machinery and Equipment should read as \$7,000.00 which is the mower for the ballfields. Supplies have gone up to \$12,000.00 dollars due to the upkeep of the Bermuda Sod at the ballfields and to bring Lake Shore Park back up to standard. Mr. Carlisle indicated that the contractual services have gone up due to the additional chemical spraying of the ballfields. The Commission has added \$1,000.00 to Machine and Equipment and subtracted \$47,000.00 from vehicles.

#### **CONCLUSION**

The Commission decided to set the tentative millage rate at the July 23, 2003 meeting and the remainder of the budget will be discussed at the next budget workshop on Monday, July 28, 2002 at 7:30 p.m.

**ADJOURNMENT:**

There being no further business to come before the Commission, after a motion to adjourn by Vice Mayor Balius, seconded by Commissioner Garretson, by unanimous vote, the meeting adjourned at 11:00 p.m.



Mayor Paul Castro



Deputy Town Clerk, Stephanie Thomas

Approved on this 6<sup>th</sup> day of August 2003.